

## **PROGRAMME PROJECT REPORT (PPR)**

**Name of the Programme:** **Masters of Library and Information Science (M.L.I.Sc.)**

**Duration of the Programme:** Minimum: One year.  
Maximum: Two years from the date of registration.

**Recognition:** This Programme was recognized by the DEC-IGNOU, and now by the UGC-DEB.

### **A. PROGRAMME'S MISSION & VISION**

#### **Vision:**

- To be on par with the global developments in imparting roles and skills required for knowledge upgradation, resource organization and management through understanding the complex array of traditional-digital information systems.

#### **Mission:**

- To train the students in the techniques of librarianship.
- To nurture intellectual leadership capacity among the students.
- To enable teachers to develop further expertise in subject content and teaching strategies.
- To encourage the best available research practices.
- To provide the opportunity to employed persons to improve/ increase their skills and educational qualification.

### **B. RELEVANCE OF THE PROGRAM WITH HEI'S MISSION AND GOALS**

Kuvempu University is an affiliating State University in Karnataka. Established in 1987, it is the University with a distinctive academic profile, blending in itself commitment to rural ethos and a modern spirit. It has 37 Post-Graduate departments of studies in the faculties of Arts, Science, Commerce, Education and Law. It also has 4 constituent colleges at Shankaraghatta and Shivamogga, and two outlying regional Post-Graduate Centres at Kadur and Chikkamagaluru.

The Vision and Mission of the University are:

#### **Vision:**

Kuvempu University shall strive to become an international centre of excellence in teaching and research to provide high quality value based education to all through various modes to meet the global challenges.

#### **Mission:**

Foster creativity in teaching, learning and research to build a knowledge base and promote quality initiative.

Provide access to education to all.

Develop human resources to meet the societal needs.

The Distance Education Programmes are a part of the University's outreach programmes for the rural masses and also to foster University-Society relationship with the motto of "**Education for All**", to provide quality education at the doorsteps of desirous individuals who want to take up higher education, for the discontinued who could not take up formal education, housewives and employees who want to improve and enhance their knowledge. The University firmly believes that education and seeking knowledge is a **Lifelong Learning** concept.

Offering higher education through Distance Mode is an important step taken by Kuvempu University so as to help the student community in their zeal to pursue higher education both at UG and PG Level. The University felt the necessity of this when a large number of students, who wanted seats for PG. Studies, could not be accommodated in our regular P.G. Programmes. The University believes that Distance Education Mode is an equally good avenue to be made available to interested students. With these views, Kuvempu University started offering courses through distance mode since 2002-2003. At present it is offering 31 Programmes (earlier called Courses) in various faculties at the U.G., P.G. and PG Diploma levels. These courses were approved by the erstwhile DEC-IGNOU, and now by the UGC-DEB.

### **Goals & Objectives of Distance Mode Programmes**

- Reach out to larger sections of the society who are willing to seek non-formal education.
- Capacity building by using the non-formal mode platform.
- Concentrate on planning & constant upgradation of facilities to meet new challenges in education through distance mode.
- Provide counseling & consultancy to students.
- Offer area/ region wise educational requirements.
- Skill development and Enhancement.
- To impart quality training through interactive learning module.
- Interactive pedagogy of teaching-learning and flexible learning environment.
- Provide supportive academic environment and effective teaching.

### **C. NATURE OF PROSPECTIVE TARGET GROUP OF LEARNERS**

Any course that is introduced at higher education level should be relevant to the societal needs to manage the particular system say for example a library attached to a village panchayat, a school, a college, institutes, universities and industry, etc.

The major prospective learners for the M.L.I.Sc degree would be those:

(i) the care takers of grama panchayats, library assistants, library trainees library assistants in University/Colleges, Information Centres, Industrial Organisation, Research Library, Special Library, Public Library, etc., who possess general degree and have not completed the degree in Library Science. Since, Karnataka is planning to develop single window information destination system for rural people through rural panchayats, it is the library which has to play a major role in public information distribution system. Thus, there is an urgent need to upgrade the skills of library professionals. If they are properly trained and

motivated there would be the major prospective target group of learners for the Bachelors degree in Library and Information Science.

(ii) One of the major goals of higher education is to see that higher education is within the reach of all classes of people without discrimination of caste, religion, etc. But unfortunately in a developing country like India only a small percentage of graduates come for post-graduation courses and majority are not studied higher education because of poverty, religion, gender, distance, etc. The people from low income group people residing in rural & urban areas, unskilled men & women specially in rural areas, rural people involve in their business or agriculture field work, low paid employee for increasing their educational qualification for their better prospect, house working woman and men deprived of education in early age & now crossed the age limit, shall be attracted by the M.L.I.Sc course.

#### **D. APPROPRIATENESS OF THE PROGRAMME TO BE CONDUCTED IN OPEN AND DISTANCE LEARNING MODE TO ACQUIRE SPECIFIC SKILLS AND COMPETENCE**

- (i) The course will be specifically designed to provide required competencies' for the workforce (human resource) required to manage libraries:
  - a) Public information distribution system as librarians in rural gram panchayat libraries with specialisation of information systems management.
  - b) Schools and intermediate level libraries management system. The competencies required to handle school libraries at intermediate level needs special skills which shall be introduced in the course.
  - c) The work force in college, university and research institutional libraries need special competencies which will be provided by the course.
- (ii) All these groups shall have the following common skill development courses such as:
  - a) Identification of information needs of the specific user communities.
  - b) Information Processing and Retrieval skills (classification and cataloguing).
  - c) Information and communication technology related skills.
  - d) Automation and networking of library services.
- (iii) Library professionals not only find placement in libraries of academic and research institutions but also have ample opportunities for placement in information based industries like electronic and multimedia publishing, banks, Call Centres, Insurance Companies, etc. So, the students find wide scope for jobs in government organizations, NGOs and also Multi-National Companies.

#### **E. INSTRUCTIONAL DESIGN**

##### **(i) Programme Formulation:**

Proposal from the concerned PG department to commence the programme was placed before Monitoring Committee of the DDE/Syndicate. Then it was referred to the BOS concerned for the formulation and approval of the syllabus scheme pattern, time allotment for each paper,

marks allotment, scheme of examination, etc., then it was placed in the Faculty meeting and then Academic Council (the highest body) of the University for its approval. After approval by all the bodies, the programme was introduced. The academic advisory body of DDE refers the matter to the concerned subject/parent department council for preparation of study material. The concerned subject faculty will coordinate with the DDE and the department council, as he/she is on the member in it. Workshops for preparing study material in SLM mode are regularly conducted (with the help of IGNOU experts).

**(ii) Curriculum Design:**

The Programme is of one year duration with annual examinations. The maximum period allowed is two years (double the duration). The Programme structure is as below.

This Programme comprises of six theory course and two practical course. The structure of the Programme is as given below:

Course Title	Marks		
	Term End Exams	Continuous Evaluation/ IA	Total
<b>Theory Course</b>			
Course 1:Information Processing and Retrieval (Theory)	85	15	100
Course 2:Research Methods and Statistical Techniques	85	15	100
Course 3:Information and Communication Technology	85	15	100
Course 4:Information Analysis and Design Of Information Products and Services	85	15	100
Course 5:Academic Library Systems and Services	85	15	100
<b>Practical Course</b>			
Course 6:Information Processing and Retrieval (practical)	90	10	100
Course 7:Information Processing and Retrieval (practical)	90	10	100
Course 8:Information and Communication Technology (practical)	90	10	100
<b>Total</b>	<b>695</b>	<b>105</b>	<b>800</b>

**(iii) Medium of Instruction:**

The medium of instruction shall be in English. Hence the candidates are allowed to write the examination in English only.

**(iv) Detailed Syllabi:** Given as Appendix-01

#### **(v) Faculty and Supporting Staff Requirement:**

Full time faculty in regular department shall be involved in orientation counseling, and face to face programmes. Such programmes are scheduled during the vacation time of the regular department, which will meet the faculty availability and infrastructure need of ODL Programme. Co-ordinator of the programme, who is a regular faculty member and the Research and Teaching Assistant (RTA) will be in-charge of the Programme, who shall address the day to day academic and learner/student support aspects of the Programme.

Regarding supporting staff, DDE has a separate and well equipped wing/office to take care of all the administration and delivery aspects of ODL Programmes.

There is a separate DDE wing in the Office of the Registrar (Evaluation) for all the evaluation and certification aspects headed by a Deputy/Assistant Registrar.

The DDE and Evaluation wings are fully computerized and technical staff assist in all the activities.

#### **(vi) Instructional Delivery Mechanism:**

Instructional delivery mechanism is through study materials prepared by the experts in the subjects concerned. Study materials (SLM) are prepared in-house by the faculty of the department and the faculty from sister universities.

The study material provided is the general guide and covers the course content in order to make the learner to understand core content of the course concerned. Learners are advised to make use of the reference books in the list of books provided along with the syllabus.

**Contact Programme:** There shall be a contact programme for a minimum duration of 21 days normally. A minimum of 21 days for instruction by experienced and scholarly faculty shall be arranged for each paper. There shall be interaction built around lectures, discussions, individual and group activities. Practical exams shall be conducted for the candidates at the end of the contact programme.

**Student Support Service:** Students can interact with the Office/Faculty through e-mails and personal visits. SMS alert facility for the students regarding dissemination of information relating to conduct of PCPs/Orientation Programme and Production file submission deadlines, etc. Student Support Service is provided through online mode and grievance handling mechanism is adopted with the help of supporting technical staff. All necessary and relevant information are uploaded in the dedicated website: [www.kuvempuuniversitydde.org](http://www.kuvempuuniversitydde.org). Internal Assignments with Guidelines, previous years question papers, notifications time tables and results are made available through the website.

### **F. PROCEDURE FOR ADMISSIONS, CURRICULAM TRANSACTION AND EVALUATION**

As outlined in Section-B, Kuvempu University has a policy to provide opportunity to maximum number of eligible and desirous candidates from all sections of the societys including a class having of low-level of disposable income, rural dwellers, women unskilled men, minorities, etc.

### (i) Eligibility for the Programme:

Any graduate with B.L.I.Sc or B.Lib.Sc from any recognized university is eligible for admission to the M.L.I.Sc course.

All the candidates who fulfill eligibility criteria are admitted to the programme. If university decides for maximum number of candidates for the Programme, admissions are made first come first basis.

### (ii) Admission Process:

- Notification issued by the Directorate of Distance Education (DDE) in Regional and National News papers and in the official website.
- Uploading of the application by the candidate through online only.
- Payment of fee through online (various options like net banking etc.) or through banks/post offices using printout of the challan.
- Submission of the printout of the application by the candidate to DDE along with original documents for eligibility, date of birth, etc., and along with fee paid receipt.
- Verification of applications for fulfillment of eligibility criteria (marks cards) documents, fee paid details.
- Approval of the admission and issue of self learning material (Study Materials) to the students.

### (iii) Fee Structure:

Figures in rupees as prescribed for the academic year 2017-18

SN	Fee Component	First Year
Admission Orientation and Other Components		
1	Registration	1680
2	Admission	1400
3	Orientation/ Tuition fee	4550
4	Study materials	1820
5	Liaison	140
6	Practicals	1890
7	IA Books	490
8	Postage	350
9	UDF (DDE)	140
Examination, Certification and Other Components		
10	Examination	1450
11	PR exam	605
12	PPC	365
13	Convocation	900
14	UDF (Exams)	250
<b>TOTAL</b>		<b>16030</b>

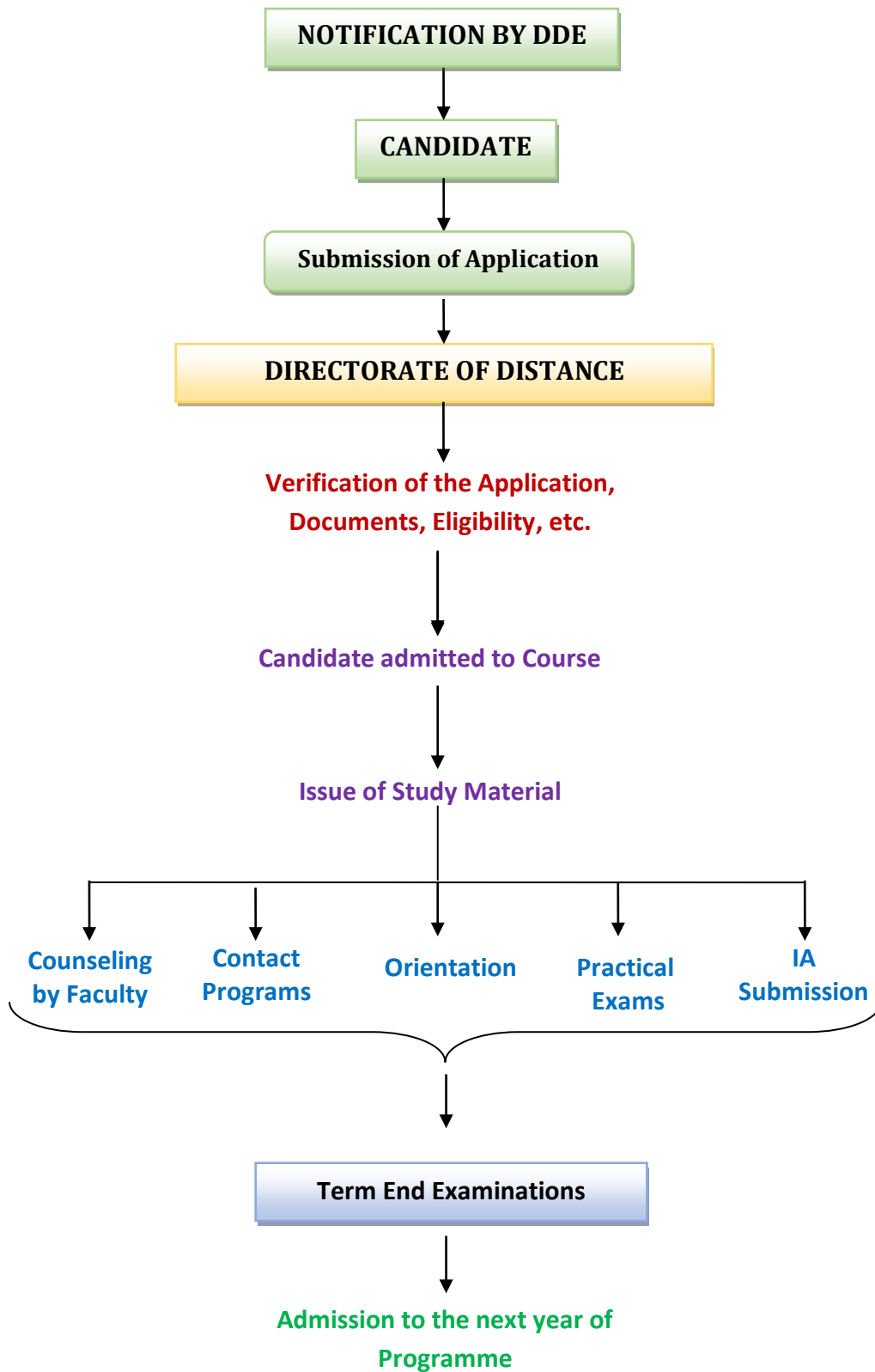
### **Financial Assistance:**

- SC/ST and OBC Students can avail scholarship/fee reimbursement from the concerned State Departments/Agencies.
- Fee Concession to Physically Handicap Candidates.
- Fee concession to Employees of the University and their dependents.
- Fee concession to Ex-servicemen.
- Scholarships and education supports extended by various Governmental and Non-Governmental agencies.

### **(iv) Academic and Activity Planner:**

<b>Calendar Year-I</b>		
1	Issue of Notification	July / August
2	Commencement of Online Admissions	July / August
3	Last Date for submission of online applications by the students without Late Fee	October 31
4	Last Date for submission of online applications by the students with late fee	December 31
5	Issue of Study Material and Assignment Books (immediately after verification of the applications)	July to December
<b>Calendar Year-II</b>		
6	Issue of assignment topics Commencement of Counseling sessions	December - January
7	Commencement of Face-to-Face (Orientation) Sessions	February –March
8	Completion of all Orientation Sessions	April 30
9	Last date for Submission of Internal Assignments/ Project Reports	April 30
10	Tentative date for commencement of Examination.	May / June
11	Declaration of Examination Results	August / September

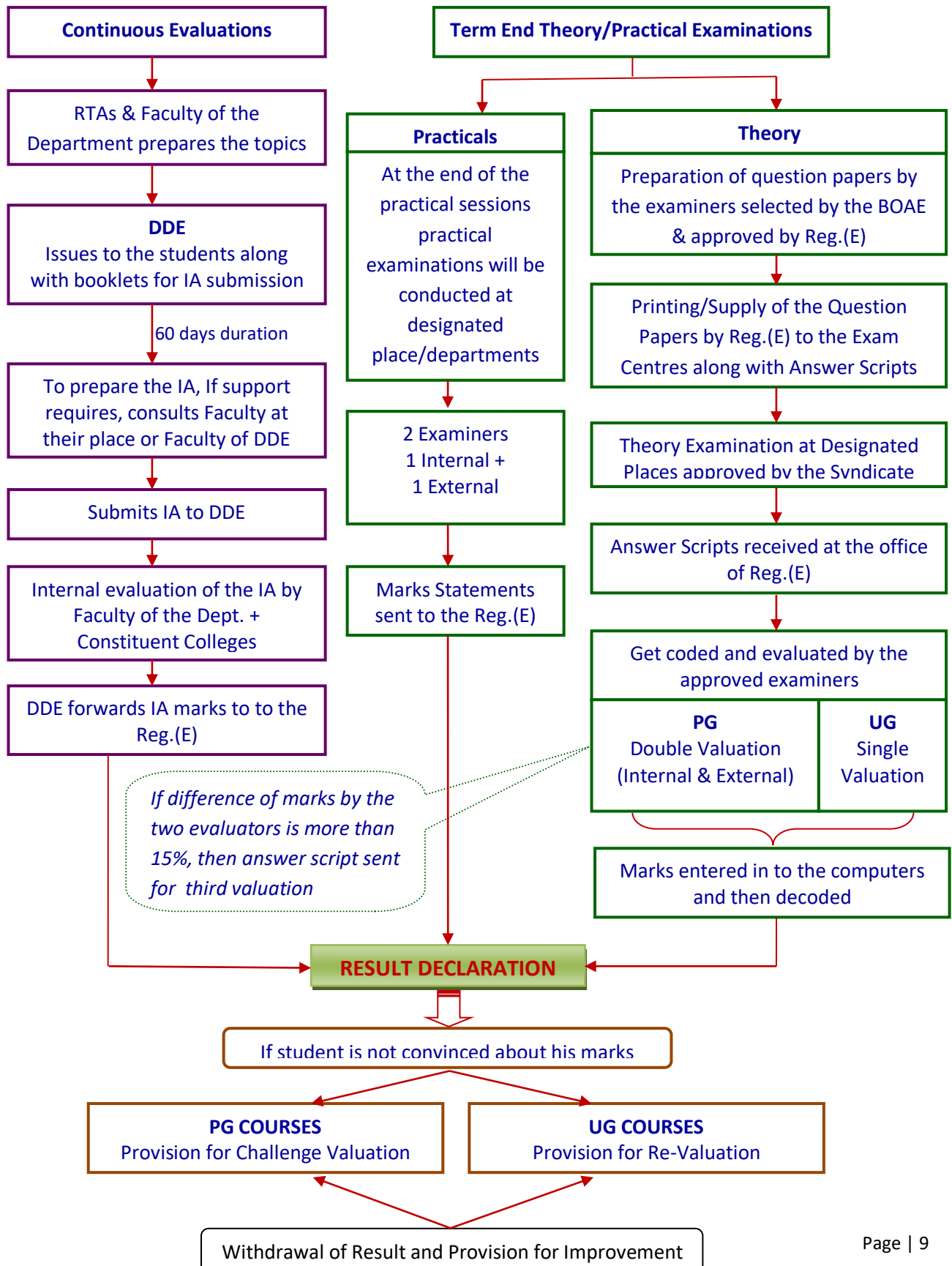
## Generalised Academic Flow Chart for the Distance Mode Learners





**(v) Evaluation of Learner Progress:**

Evaluation Process is given here in the form of Flowchart. This Flowchart is common to all Programme at UG, PG and PG Diploma level offered by the University.



## Internal Assessments:

- As a part of continuous assessment, the candidates have to complete assignments in the booklets provided by DDE and submit them to the Directorate of Distance Education within the specified date. The Topics & Instructions for I.A. shall be notified in the Students Corner link in the website and also issued to the students directly or through Learner Support Centres.
- It is mandatory to submit the I.A. in the same year of registration. However, if the candidate failed to take up the theory examination, for any reason, such candidate can submit the I.A. in the next year with prior permission from the DDE.
- All students are expected to complete the above assessments before taking the Term end Examination.
- There is no provision for resubmission of I.A.
- In M.L.I.Sc. Programme, the course 1,2,3,4 & 5, theory shall be of 85 marks and 15 marks for I.A. (10 for assignment and 5 for attendance at the orientation and practical classes). For course 6, 7 & 8, practical examinations shall be for 90 marks and 10 marks for record book.

**Provision for class tests and workout exercises:** During counseling and Face-to-Face (Orientation/Contact) programmes.

## (vi) Term End (written) Examination:

**Duration:** 3 hours, **Maximum marks:** 85

### Questions pattern

Type of Questions	No. of Questions	Marks	Total
Choice-based descriptive type questions	5	5x17	85

## Practicals:

- For M.L.I.Sc Programme with practicals, the candidates shall have to attend practical work for specified days at designated University Departments / Colleges.
- For M.L.I.Sc Programme, practicals shall be for 100 marks of which 90 for Practical work and 10 marks for Record.
- The practical examination shall be repeated if the candidate has failed to take up the practicals and practical examination in the concerned year. If a candidate fails to attend the regular practical course and exam, he/ she shall take up the theory exam and the practicals later.

**Declaration of Class:** A successful candidate shall obtain not less than 40% in each subject. On the basis of aggregate marks (both in terminal examination and continuous evaluation) obtained in all the courses (theory and practice) the class shall be awarded as below.

Pass Class : 40% of marks or above but below 50% of marks.  
Second Class : 50% of marks or above but below 60% of marks.  
First Class : 60% of marks or above.

Separate Ranks and Medals are awarded to ODL Learners. Policy for awarding ranks and medals are same as the one followed for the Regular Programme.

**Reappearing for Exams:** The unsuccessful candidates at the M.L.I.Sc examinations of a particular year are required to reappear for those papers/examinations only as per the syllabus of that year. The repeaters are therefore advised to preserve the syllabus and study material until they pass the course. Learners shall upload their repeater application directly through online after the notification issued for the same.

Further, for M.L.I.Sc students with practicals, practical exams are mandatory. If a candidate fails to attend the regular practical course and exam, he/ she shall take up the theory exam. However, his / her completion of the course shall be declared only after he/she completes the practical course and exam of the years concerned.

Candidates shall complete all the exams within double the duration of the course (and not the number of attempts). The double the duration is reckoned from the year of registration.

#### **(vii) Other Policy/Provisions:**

**Bonafide Student Certificate:** The Bonafide Certificate/ Study Certificate shall be obtain by submitting a written request or a filled in prescribed application form (available from the KUDDE website) along with a fee of Rs. 100/- paid either through Bank Challan or Demand Draft.

**Change of Address:** Any change in the address of the students shall be intimated to the Directorate with a fee of Rs. 100/- paid through a challan of Electronic Transfer. No change of address shall be entertained once the students receive their examination hall ticket. The Directorate of Distance Education is not responsible for missing correspondence due to change of address without getting address changed at DDE.

**Name Correction:** Change of Name, if any required, candidate has to make a written request along with relevant documents as proof of change of name, and by paying specified fee.

**Duplicate Registration Card:** For issue of duplicate Admission/Registration/ Enrollment card- Rs. 200/- is charged.

**Transfer Certificate:** A Transfer Certificate is not required for admission to any of the KUDDE courses. The Directorate also not issue Transfer Certificate at the time of completion of the course. However, for Lateral Entry admissions a migration and transfer certificate shall be required from such students.

**Change of Examination Centre:** DDE will not entertain any change of exam centre unless there is a proof of change of address and it permissible.

**Discrepancies in Marks Cards and Certificates:** In case of any discrepancies observed in the marks card/ certificates, etc., candidates have to bring it to the notice of the Director, DDE through a written request within a period of 3 months from the date of issue of the document.

**Miscellaneous:** All the original certificates submitted by the candidates in connection with their admission, registration will be returned to them from the Office of the DDE along with the registration certificate. In case any of their certificates are not received back, they must bring the same to the notice of The Director, DDE, Kuvempu University, immediately. The original records will be maintained for a minimum period of three months. If the candidates ask for the originals before three months, their requests will not be entertained.

**Preservation of Answer Scripts/ IA Scripts:** The answer scripts of Theory Exams shall be preserved for a maximum duration of 6 months from the date of announcement of results/ revaluation / challenge valuation results. Any query or request for verifications may be submitted, through a written request, within the notified period only.

Similarly, written IA Scripts of the students shall be preserved for a period of six months from the date of announcement of the results (First announcement of results). Any discrepancy observed regarding IA marks may be informed to DDE through a written request within three months from the date of issue of results. Later request may not be accepted.

Students are advised to refer the website for notifications regarding preservation of various documents, issued from time to time.

Notwithstanding any conditions mentioned above the University reserves the right to change, alter, and amend any of the above clauses/conditions. In matters of fees for unforeseen issues / certificates/ endorsements the University may fix the amount subject to the existing fee structure or change it from time to time.

**Post-Examination Related Issues:** Submission of application for - Convocation (Degree) Certificates, Duplicate Marks Cards, Provisional Pass Certificate (PPC), Name Correction, Consolidated Marks Cards, removal of NCL, Academic Transcript, verification of genuineness of Marks Cards and Certificates, and Processing Certificates. For all matters regarding post-examination Certificates - are made through online. Learner can directly apply for the same. For all enquiries and clarifications regarding said issues learners can contact the DDE Section of the Office of the Registrar (Evaluation). Contact details, telephone and e-mail ID of the helpdesk at the Office of the Registrar (Evaluation) are given the website.

## **G. LIBRARY RESOURCES**

A well established library facility shall be made available with the support of the university library. In the campus we have modern and well equipped library in Kuvempu University with excellent infrastructure facilities for reading, browsing and reference to the students, teachers and research scholars. The library has kept pace with modernisation by

introducing state-of-art technology for maintaining CD ROM data base, internet and e-mail facilities. It is also a nodal centre for INFLIBNET, access is available to 10,000+ e-journals online under the e-Shodhsindhu Consortia. There is a well developed digital library and campus network interconnecting all the Post-Graduate departments and offices in the campus.

Further, the DDE will made special effort to upgrade the existing DDE Library exclusively for distance learners with an emphasis on distribution of information and course materials online by making use of the state-of-art information and communication technologies.

**Library Card:** Candidates who are desirous to avail themselves the facilities of Kuvempu University main Library on the campus will be permitted. They have to obtain a separate Library / ID Card on payment of Rs. 100/- (through Challan of Electronic Transfer). However, no books will be issued to them.

## H. COST ESTIMATE OF THE PROGRAMME AND THE PROVISIONS

Cost Estimated of the Programme is based on following components – calculated for an admission of 100 Students:

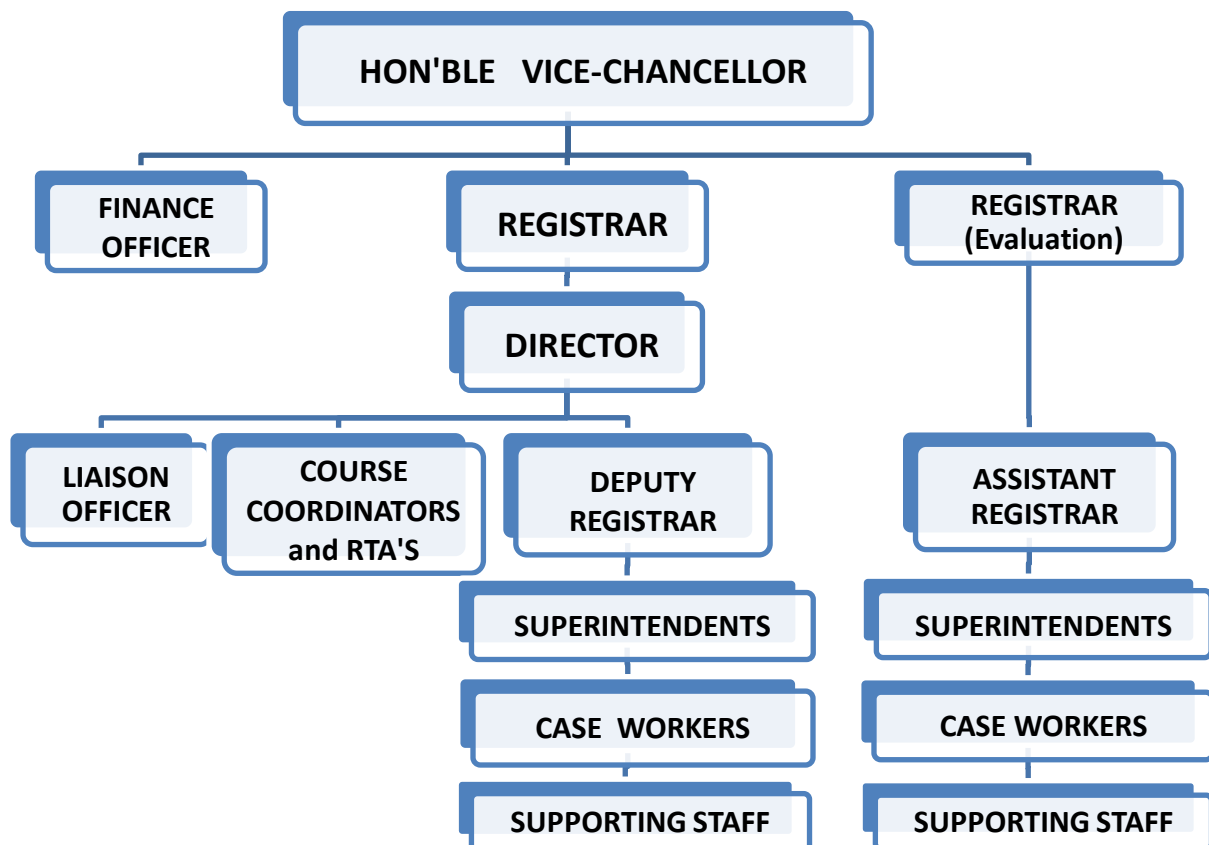
SN	Component	Estimate in Lakh Rupees
1	Study Material Development – Course Writer honorarium, Review, Vetting, editing, SLM conversion, etc .	5.00
2	Printing and Distribution of SLM	1.09
3	Publicity, Awareness Information Decimation Programmes*	0.08
4	Conduction of Counselling, Orientation/Face to Face/ Practical Sessions, etc.	4.83
5	Student Support Services*	0.25
6	TA/DA Meeting Expenses*	0.17
7	Continuous Evaluation / IA	0.15
8	Examination and Certification	2.32
9	Office Automation/ICT/ Communication Related Infrastructure*	0.34
10	Library*	0.09
11	Staff Salaries/ Remunerations/ Other Honorariums – Teaching, Nan-Teaching/Technical/Supporting*	1.12
12	Office Infrastructure*	0.28
13	Laboratory Development and Expenditures	0.19
14	Learner Centre Expenses*	0.23
15	Others – Office Contingence, Post/Courier, Vehicle Maintenance, Fee reimbursement and such others.*	0.28

Note: \* costs that will be incurred collectively for all the Programmes, but given here are the fractions of the total, considering 100 students admission to the Programme.

## I. QUALITY ASSURANCE MECHANISM AND EXPECTED PROGRAMME OUTCOMES

### (a) Organizational Structure, Management and Monitoring Mechanism

The Organizational Structure of the Kuvempu University Directorate of Distance Education (KUDDE) is given below in the form of flowchart.



For the administrative and policy decisions, and reviewing and monitoring of the ODL activities, Kuvempu University has a Monitoring Committee (MC) Chaired by the Honorable Vice-Chancellor. The Registrar, Registrar (Evaluation), Finance Officer, Deans of all the Faculties, Chief Librarian, One Syndicate Member, One Academic Council Member and the Regional Director of the IGNOU, are its members. The Director, DDE is the Organising Member. The operational plans, goals and policies are decided by the MC, and all the decisions and policy matters are placed before the Monitoring Committee before implementation. The Committee normally meets twice a year to review the ODL Programmes and activities.

Academic Advisory Committee (AAC) of the DDE shall review the academic programme performance, content delivery mechanism. Issues regarding course content and syllabi revision of all the Programme offered in ODL mode are discussed and decided in AAC. The Registrar shall be the Chairman of the AAC, and Registrar (Evaluation), Chairpersons of all BOSs of the concerned Departments shall be the members. The Director/ Deputy Director of the DDE is the Organising Member.

All the major decisions including financial, planning and implementation which are discussed in the MC meeting are placed before the Syndicate of the University and after its approval they shall come into force.

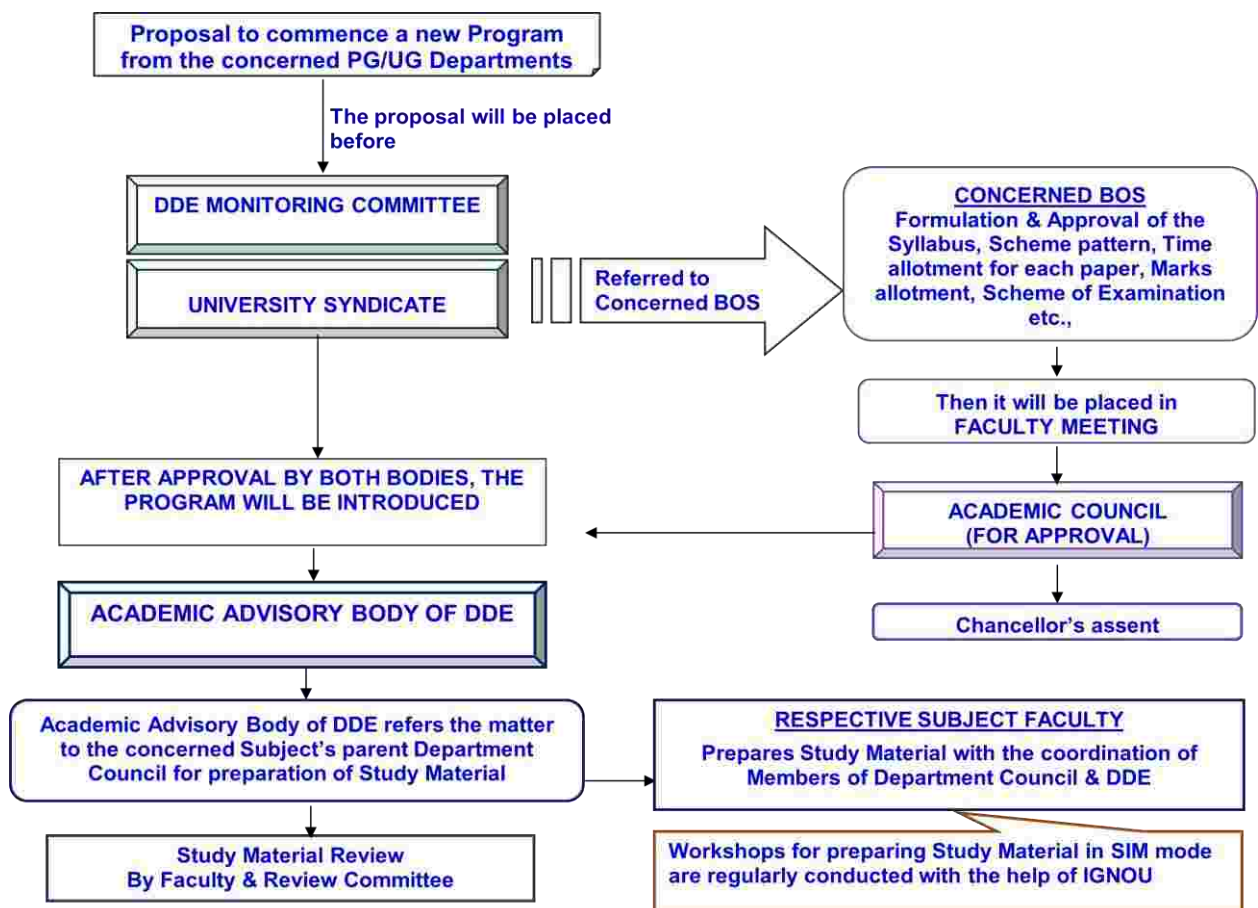
The decisions taken by the AAC are placed through the concerned bodies like, BOS/ Examination wing (for evaluation and certification issues) and finally placed before the Academic Council of the University for its approval.

For the internal quality assurance mechanism there is a Internal Quality Assurance Cell of the University.

**(b) Programme Development and Approval Processes:**

Proposal from the concerned PG/ UG department to commence a new Programme will be placed before Monitoring Committee of the DDE/ Syndicate. Then it will be referred to the BOS concerned for formulation and approval of the syllabus, programme structure, time allotment for each paper, marks allotment, scheme of examination, etc., then it will be placed in the Faculty meeting and then Academic Council for its approval. After approval by both the bodies, the programme will be introduced. The Academic Advisory Body of DDE refers the matter to the concerned Subject’s/ parent Department Council for preparation of Study Material. The concern subject Faculty will coordinate with the DDE and the Department Council, as he/ she is one of the member in it. Workshops for preparing Study Material in SLM mode are regularly conducted (with the help of IGNOU experts) and preparation of course material in SLM mode is in progress.

The various steps involved in programme development, approval and implementation are depicted in the flowchart given below.



### **(c) Programme Monitoring and Review:**

As a part of the regular monitoring mechanism, a written feedback from the Learners shall be obtained at the end of each of the face-to-face programmes. Feedback form includes mainly three aspects viz, about appropriateness/ usefulness of learning (study) materials, effectiveness of orientation/ face-to-face programmes, and internal assessments/continuous assessment process. Learner can give their opinion, suggestions and complaints, if any, through the feedback form. Issues raised in feedback are addressed at appropriate level.

There is also Student Support Service and Grievance Cell in DDE in order to address the day-to-day issues faced by the Learners. The Research and Teaching Assistants at DDE and the Coordinator in the concerned subjects are available for the learner support services. These apart, regular meetings of concerned faculty shall be conducted in order to plan the orientation and practical session's activity.

It is the policy of the KUDDE to make available the expert faculty of the PG Departments/ Colleges (for UG) and experts from the sister universities in the state who are regular faculty in the respective subjects for the ODL programmes. The same is followed for the Learner Support Centres (LSC). Programme delivery/academic activities at the LSC are also monitored from the Headquarter.

DDE is organise Coordinators Meet every year wherein all the issues related to ODL programmes – academic, examination, learners related and administration are discussed and remedial measures are considered under the ODL framework of the university. During the Meet academic activities/learners' issues at the LSC are also reviewed.



**Detailed Syllabi of Masters of Library and Information Science (M.L.I.Sc.)  
(Theory & Practical)**

**Course I: Information Processing and Retrieval (Theory)**

- Unit-1: **Information Processing and Retrieval:** Basic Concepts, Purpose and Functions, Components, Kinds; Design Issues, Design Phases.
- Unit-2: **Indexing:** Basic Concepts, Indexing Languages: Types and Characteristics; Vocabulary Control, Semantics and Syntactic, Thesauri, Claussarus, Design and Construction of Thesaurus.
- Unit -3: **Indexing Systems:** Pre-Coordinate-Chain Indexing, PRECIS, POPSI, SLIC; Post Coordinate: KWIC and its Variations; UNITERM Indexing, Citation Indexing.
- Unit -4: **Information Retrieval Process:** Search Process, Search Strategy, Boolean Logic and operation, Links, Weights and other Indicators.
- Unit-5 : **Evaluation of IR. Systems:** Purpose, Criteria, Design and the Steps in Evaluation. Evaluation Experiments : The Cranefields; MEDLARS; SMART; STAIRS
- Unit -6: **Bibliographic Description:** Concept, Historical Developments, Standards for Bibliographic Record Format: IBBDS, ISBN, ISSN, MARC and its Versions, ISO2709 and CCF.
- Unit -7: **Bibliographical Control:** Concepts, Historical Development, Bibliographical Control of Documents including Non-Book Materials; The National Bibliographical Apparatus. International Bibliographical Control, Universal Bibliographical Control, Role of International Organisations in bibliographical control, Standards and Cooperation.
- Unit -8: **Trends in IRS:** Developments, Evaluation Searching and Retrieval- Full text Retrieval; User inferences. , IR Standards and Protocols,

**Reference:**

- Anderson, D: Universal Bibliographical Control, 1974.
- Berwick Sayers, WC: Manual of classification for librarians, Ed 5, London, Andre Deutsch, 1978.
- UNESCO : Common Communication Format, Ed 2 Paris, UNESCO, 1998.
- Lancaster, FW: Indexing and Abstracting in theory and practice, University of Illinois Graduate school in library and Information,1991.
- Lancaster , FW : Information Retrieval systems,. Characteristics, testing and Evaluation, 1968.
- Soergel, D: Indexing languages and thesauri construction and Maintenance, 1974.
- Salton ,G : Introduction to modern Information retrieval ,1983.

**Course II: Research Methods and Statistical Techniques**

- Unit-1: **Research:** Concept, Meaning, Need and process of Research. Types of Research- Fundamental and Applied including inter disciplinary and multidisciplinary approach. Research and Development of Scholarship.
- Unit-2: **Research Design:** Conceptualisation and operationalisation. Types of Research

- design. Identification and formulation of problem. Hypothesis; Nominal and Operational definition. Designing Research Proposal. Ethical aspects of Research. Literature search-Print, Non-print and Electronic sources.
- Unit-3: **Research Methods:** Scientific Method. Historical Method. Descriptive Method. Survey Method and case Study Method. Experimental Method and Delphi Method.
- Unit-4: **Research Techniques and Tools:** Questionnaire. Schedule. Interview. Observation. Scales and Check lists. Library Records and Reports. Sampling Techniques.
- Unit-5: **Data Analysis and Interpretation:** Descriptive Statistics-Measures of Central Tendency; Mean, Mode, Median. Tabulation and Generalisation. Measures of dispersion, variance and covariance. Standard Deviation. Graphical presentation of data-bar, pie-line graphs, histograms etc. Inferential Statistics. Z-T test-Correlation. Regression-linear and non-linear. Chi Square Test. Sociometry. Statistical Packages-SPSS. Statistical Graphics etc.
- Unit-6: **Bibliometrics, Scientometrics and Informetrics:** Concept and Definition. Bibliometric Laws; Bradford; Zipf, Lotka. Bibliographic Coupling. Obsolescence. Citation Analysis. Webometrics. Citation Studies. Informetrics. Scientometrics.
- Unit-7: **Research Reporting:** Structure, Style, Contents. Guidelines for Research Reporting. Style Manuals-Chicago- MLA-APA etc. e-Citation and Methods of Research Evaluation.
- Unit-8: Current Trends in Library and Information Science Research.

### Reference:

- Busha, CH and Harter, SP: Research Methods in Librarianship: techniques and interpretation, New York Academic 1980
- Mohsin , SM : Research Methods in behavioral Sciences, Kolkatta Orient Longman, 1984
- Sharma , RN and Sharma, RK: Research methods in Social Sciences, Bombay, Media Promoters and Publishers Pvt. Ltd., 1987
- Sing, Sadhu: Research Methodology in Social Sciences, Bombay, Himalaya Publishing House, 1980
- Stevens , RE . Ed: Research Methods in Librarianship, London, Bingley 1971
- Wilson , EB: Introduction to scientific Research , New Delhi, Mc-Graw Hill, 1952
- Young, PV: Scientific Social Surveys and research, Ed 4, New Delhi, Prentice Hall, 1982

### Course III: Information Technology (Theory)

- Unit-1: **Information Technology:** Meaning, Definition, Components, Evolution and its Impact on Library and Information Centers.
- Unit-2: **Library Automation:** Planning and Implementation of Library Automation, In-house Operations-acquisition, Cataloguing, circulation, Serials Control, OPAC, Library Management.
- Unit-3: **Database Management Systems:** Database - concepts and components; structure, organization and search; Types of databases – Relational and Hierarchical; Understanding of Oracle and WINISIS; Study of LIBSYS and SOUL.
- Unit-4: **Information Retrieval:** Components and applications. Online and CD-ROM searching, Boolean logic, Dialog commands. Downloading and other issues.

- Unit-5: **Multimedia/Hypermedia and Hypertext:** Concept, Meaning, Definitions; Importance and applications in Library/Information Centers.
- Unit-6: **Networks and Networking:** Satellite networks, Integrated Services Digital Networks (ISDN); Networks in India – NICNET, ERNET, INFLIBNET, SIRNET, JAN ET, CALIBNET and DELNET.
- Unit-7: **Internet Basic Features and Tools:** Network based Information Services; Connectivity: Dialup, Leased Lines, ISDN, Digital Subscriber lines; E-mail, SMTP, wireless, POP3 CK ; Protocols- FTP, HTTP; Web Browser; Netscape navigator, Internet Explorer; Web Servers, Web tools, Search Engines, Internet Security; Teleconferencing, Tele-facsimile, Teletext, videotext.
- Unit-8: **Artificial Intelligence:** Experts Systems, Natural Language Processing, Pattern Recognition, Application of AI to Library and Information Work.

### Reference:

- Beiser, Karl: Essential guide to dbase III+ in libraries, London, Meckler, 1987
- Burns , A : New Information technology , 1984
- Faruqi Khalid Kamal : Automation in libraries , New Delhi , Anmol ,.1997
- Gupta, Sangita : Manpower needs of automated libraries , New Delhi Ess Ess.1995
- Kint, A and Galvinm TJ, Ed,: Information Technology : critical choice for library Decision makers, 1992
- Ojha , DC ,Ed : Computer Application in library and information science, Jodhpur, Scientific Publication, 1997
- UNESCO : Reference manual and CDS/ISIS, PASCAL manual, 1989

### Course IV: Information Analysis and Design of Information Products and Services

- Unit-1: **Information Products/Services:** Techniques of production; compilation; structure and organisation, maintenance and use.
- Unit-2: **Current Awareness Type:** Title Announcement, SDI, Research-in progress, Press Clipping Service etc.
- Unit-3 **Indexing Type:** Indexing bulletin, subject Bibliographies etc.
- Unit-4: **Condensation Type:** Abstracting, Abstracts bulletin, Technical digests, briefs, etc.
- Unit-5: **Consolidation Products:** Trend reports, State of the art report, reviews, Conference Proceedings.
- Unit-6: **Compilation Products:** Annual reports, manuals and handbooks, directories.
- Unit-7: **Literature Search:** Types Online & Offline; steps in literature search and referral services.
- Unit-8: Documentation back-up Services & Translation Services, Document delivery; Universal Availability of Publications (UAP), Translation Journals, Centers and Bureau, Machine aided translation.
- (Note: This paper be taught with a focus on information Analysis, repackaging & consolidation)

### Reference:

- Davinson Donals : Reference Service, London, Clive Bingley, 1980
- Grogan, Denis : Science and Technology, Ed.4, London, Clive Bengley, 1962

Guha, B: Documentation and Information Services: Techniques and Systems, Rev. Ed.2. Calcutta, World Press, 1983.

## **Course V: Academic Library Systems and Services**

- Unit-1: **Academic Libraries:** Meaning, Origin, objectives, functions and characteristic features. Growth and development of Academic libraries in India, USA,UK.
- Unit-2: **Role of the library in academic Institution.** Role of Academic libraries in the light of New Education policy in India. Role of UGC in development of academic libraries growth.
- Unit-3: **Collection development** and collection Management Policies, Procedures and Problems. Selection and acquisition; of Information sources, policies and procedures, weeding out of information sources, problems of collection development. Meaning objectives, organization. Academic library Networks in, USA, UK, India - IFLIBNET and other Networks.
- Unit-4: **Academic Library Users:** Categories and Characteristics. Study of user needs. User education.
- Unit-5: Planning of library Services in Academic Libraries.
- Unit-6: **Library Finance:** Mobilizing library resources, Management of Library finances.
- Unit-7: **Human Resource Management.** Nature, size, selection, and recruitment, qualifications knowledge and skills, duties and responsibilities, Training, Education and performance evaluation.

### **Reference:**

- Fussler Herman H : Functions of the library in the modern college. Chicago, Gelfand, MA: University libraries for developing countries. Paris, UNESCO, 1968.
- Lyle, GR: Administration of the college Library. Ed. 4, New York, Wilson, 1974.
- Metcalf, KD. Ed: Studies in administrative problems. New Blumswick, Rutgers University press, 1960.
- Ranganthan, SR : School and college libraries. Madras, Madras Library Association, 1942.
- UGC (India) Library (Committee) 1957 Report, University and college libraries. New Delhi, UGC, 1957.
- Wilson,LR and Tauber, MF: University Library. Ed.2, New York, Columbia University press, 1956.
- Datta, Marinder : Academic Status for University and college Libraries in India. Delhi, IBB, 1986.
- Duvery, Peter: Staff Management in University and college Libraries. Oxford, Fergamn, 1976.
- Saini, AB : Library Organization for Higher education. Delhi, Ess Ess publications, 1986.
- Treham,GL : Administration for organization of college libraries in India. Delhi, Sterling, 1969.

## **Course VI: Information Processing and Retrieval (Practical): 100**

- Indexing of Micro documents as per PRECIS : 50
- Cataloguing of Non-book material According to AACR – 2R : 50

## **Course VII: Information Processing and Retrieval (Practical): 100**

Classification of documents according to Universal Decimal  
Classification (UDC) (Medium edition)

## **Course VIII: Information Technology (Practical): 100**

Acquaintance with different parts of the computer  
Acquaintance with operating system MS DOS and WINDOWS  
Acquaintance with MS- Office  
Acquaintance with WINISIS  
Acquaintance with Internet

\*\*\*\*